

MDOT/ACEC Consultant/Vendor Selection Task Force II

Summary of Revisions to Selection Process

February, 2006

❖ Overall Task Force Objectives

- Reduce time and effort of both selection teams and consultants
- Improved distribution of available work among qualified consultants
- Open/fair/objective/legal selection process

❖ Current Process

- 2 – 3 week posting of RFP's
- Review of all proposals by Selection Team members
- Consensus scoring of all proposals
- Central Selection Review Team (CSRT) review/approval of recommended consultants

❖ New Process

All Contracts

- Clarified Proposal and Evaluation Process
 - New Selection Team Guidelines
 - Revised Consultant/Vendor Selection Guidelines
 - Revised Guidance Document to MDOT Selection Teams
 - 'One-Stop Shopping' on MDOT Internal Website for MDOT Project Managers and Selection Team members
- Established 'Tiers' of Contracting Levels

Small Contracts less than \$25,000 – no change to current process

Tier II and III Contracts (Greater than \$100,000)

- Bi-Weekly Selections

Tier I Contracts (\$25,000 to less than \$100,000)

- Posting of all RFP's
- Bi-Weekly selections
- 3-page limit to consultant proposals
- Simplified evaluations by selections teams
 - No scoring
 - Determination of "equally most qualified," or "top band" of consultants
 - Selection Teams can follow the Tier II or Tier III process for unique projects with Region Engineer/Division Administrator approval
 - Evaluation criteria
 - ✓ Qualifications of team leader
 - ✓ Qualifications of team
 - ✓ Vendor's past performance – include both MDOT and non-MDOT work

Revisions to Selection Process
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- Selection Teams may, with the Region Engineer's/Division Administrator's approval, recommend a single, most qualified consultant firm for projects with unique characteristics
 - Selections Teams will identify at least 3 vendors in a "short listing" using evaluation factors
 - All Tier I "short listings" will go to CSRT for final selection based on:
 - ✓ Year-to-Date Workload
 - ✓ Past Performance
 - ✓ Provisional Prequalification Ratings
 - ✓ Market Entry (new to a prequalification category or new to MDOT)
- ❖ CSRT to expand membership to include four new members and a formal sponsor:
- Existing members:
 - Wayne Roe
 - Jim Culp
 - Matt DeLong
 - Pauline Misjak
 - Bill Tansil
 - Four new members:
 - Roger Safford
 - Dee Parker
 - Myron Frierson
 - Cheryl Strayhorn
 - Sponsor: Chief Deputy Director Kirk Steudle
- ❖ CSRT will:
- Meet bi-weekly to review/approve Tier II and III Selections
 - Meet biweekly to select consultants for Tier I contracts from short lists
 - Monitor all selections to ensure that departmental goals and objectives are met
- ❖ More detailed information on process revisions to be provided following final briefings to department and industry. Implementation took place on January 1, 2006. Follow-up 'rubber meets the road' training to be provided in the field **if necessary**.